

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name KS Department for Children and Families		9. Position No. K0169634	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position)		
3. Division EES			12. Proposed Class Title Program Consultant I		Position Number
4. Section Employment Services	For  Use  By  Personnel  Office	13. Allocation			
5. Unit		14. Effective Date			
6. Location (address where employee works)		15. By	Approved		
City County		16. Audit			
7. (circle appropriate time) Full time x Perm. X Inter. Part time Temp. %		Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time)  FROM: 8 AM To: 5 PM	17. Audit				
			Date: By: Date: By:		

## PART II – To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

**Name**

**Title**

**Position Number**

**Daniel Decker**

**Employer Development Manager**

Who evaluates the work of an incumbent in this position?

**Name**

**Title**

**Position Number**

**Daniel Decker**

**Employer Development Manager**

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

After general guidelines are given and understood, the employee is allowed to develop the methodology and procedures for accomplishing the work.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	This position will assist in implementing, monitoring and managing the suspicion based drug testing program for TANF, as well as assist in providing regional employment services coordination between staff, providers, clients and employers. Half of the positions time will assure all drug testing referrals, results and remedies are tracked and reported on to provide consistent implementation of policy. The other half will assist building and maintaining successful regional employment services, to both increase the number of clients meeting Federal work program participation requirements and the number of employment opportunities available.
	E 25%	<p><b><u>Drug-testing Program Implementation and Management:</u></b></p> <ul style="list-style-type: none"> <li>• Maintains a statewide mechanism for the region to track drug screen referrals, testing data, treatment and skills training, penalty periods, costs, and refusals to test</li> <li>• Assures penalty periods are adhered to</li> <li>• Reviews, tracks and submits invoices for payment for drug testing</li> <li>• Tracks treatment and skills training completion</li> <li>• Tracks treatment and skills training drop-out rates</li> <li>• Records suspicion based indicator(s)</li> <li>• Records positive drug testing use (by drug)</li> <li>• Tracks penalty periods by positive test results and by refusal</li> <li>• Tracks appeals and findings</li> <li>• Tracks good cause findings</li> <li>• Sets up protective payee</li> </ul>
	E 25%	<p><b><u>Program Coordination and Consultation</u></b></p> <ul style="list-style-type: none"> <li>• Coordinates the drug testing program with the drug screening contractor, the drug testing facilities and the local DCF office.</li> <li>• Advises supervisor of emerging issues affecting the program. Identifies or develops courses of action and recommends solutions as appropriate.</li> <li>• Collaborates with the Kansas Department on Aging and Disability Services for treatment.</li> <li>• Collaborates with the Kansas Department of Commerce on skills training services.</li> <li>• Prepares regional statistical analysis on drug testing, results and other criteria for reports to the legislature, the Department of Administration, the Department of Aging and Disabilities and DCF.</li> <li>• Collaborates with Regional Program Administrators, Central Office Program Managers and staff.</li> </ul>
	E 35%	<p><b><u>Employer Development Services</u></b></p> <p>Assists the regional employment services coordinator in implementing Employer Development activities that are region specific, in order to meet the performance outcomes for the TANF Work Program and the Food Assistance Employment and Training program. Works with local staff, employers, Chambers of Commerce and other state agencies to coordinate services, avoid duplication and enhance mutual outcomes. Prepares reports summarizing work program outcomes and employer development activities. Works with vendors and staff to enhance performance and/or improve unsatisfactory performance. Works one-on-one with clients needing specific service coordination due to multiple challenges in obtaining or maintaining employment. Assists the regional employment services coordinator in identifying and/or implementing job fairs, hiring events and other client opportunities. Submits openings and other employment information for televised display in DCF service center lobbies.</p>
	E 15%	<p><b><u>Work Program Technical Assistance and Consultation</u></b></p> <p>Attends local orientation/job clubs on a regular basis to assure consistent application of curriculum(s) and messaging to clients. Is available for unit meetings or one-on-one consultation with EES staff to discuss client(s) issues and opportunities. Attends all regional staff meetings that are employment related with or as a replacement for the regional employment services coordinator. Assists in conducting research and/or implementing pilot projects as requested.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
  - ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
  - ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

**Name**

**Title**

**Position Number**

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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
- ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- (x) Major program failure, major property loss, or serious injury or incapacitation.
- ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

Consequences of not performing the essential functions of this position are significant. Undetected efficiencies could cause problems with the overall functioning of the projects and programs involved. Errors in actions or decisions could result in field staff implementing program policies inaccurately. Not meeting federal performance standards could result in fiscal sanctions and/or major losses in federal funding.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with EES employees, clients and agency staff will be required. Periodic contact with various community agencies, Kansas Department of Commerce workforce center staff, contractors and employers. Public speaking may be required.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment involves only routine discomforts typical of office, meetings and training rooms. There may be stress associated with meeting deadlines and responding to staff and/or provider inquiries and requests.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Personal computer and related software, fax machine, scanner, telephone and printer will be utilized daily. Vehicle for travel as needed. Some overnights will be required.

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**PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

See classification Specifications

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Education or Training - special or professional

Knowledge of the TANF and Child Care program policies and procedures is preferred.

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Licenses, certificates and registrations

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Special knowledge, skills and abilities

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Experience - length in years and kind

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date